



Washington State  
**Liquor Control Board**

**RETAIL LICENSEE BRIEFING**

Applicant Name:	License Number:
Trade Name:	Type of License:

**Instructions:**

1. Using the information linked to on the last page of the licensee briefing, determine which Washington State Liquor Control Board Enforcement Office is closest to you.
2. Fill out the Retail Licensee Briefing form to include the following:
  - a. Applicant Name; (corporation, LLC name, or sole proprietor applying for the license.
  - b. Trade name; (operating name you will be using for the business)
  - c. License number; (six digit number followed by single digit and letter)
  - d. Type of license you are applying for (Grocery, Beer & Wine Restaurant, etc.)
3. Sign and date the acknowledgement form. (we will except an email signature)
  - a) **E-Mail the completed form to:** [EnfCustomerService@liq.wa.gov](mailto:EnfCustomerService@liq.wa.gov)
  - b) **Or mail the form to:** WSLCB Enforcement  
3000 Pacific AVE SE  
Olympia WA 98504-3094

If you have any questions regarding the information contained in the briefing, please call our customer service line at 360-664-9878.

*I hereby acknowledge and attest that I have reviewed the licensing briefing and understand the information it contains. I understand I am responsible to operate my business in compliance with Washington State liquor laws and regulations, particularly those prohibiting the sale and service of liquor to persons who are intoxicated and/or persons under the age of 21.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*